

Crusader Community Health Job Description

Job Title: Human Resources Assistant

Job Status: Non-Exempt

Job Grade: 20H

Manager Title: Director of Human Resources

POSITION SUMMARY:

The Human Resource Assistant will perform administrative tasks and services to support effective and efficient operations of the organizations within the Human Resource department of Crusader Community Health (CCH). The Human Resources Assistant will also provide administrative support to the members of the Executive Leadership Team (ELT).

ESSENTIAL FUNCTIONS:

- Follows all Crusader policies related to confidentiality, ensuring the privacy of employee related issues or employee records.
- Complies with established organizational policies and procedures.
- Greets and provides organizational guidance to patients, employees or guests who visit the Executive offices.
- Accurately maintains the integrity of the employee personnel files, contracted files, and other records and documentation, filing weekly.
- Independently provide a wide variety of clerical, administrative and office support to the Human Resources department and/or the Executive Leadership Team.
- Facilitates the on-boarding process for new hires ensuring all paperwork is completed and filed. Provides clerical support for the New Employee Orientation and monthly Lunch and Learns.
- Tracks department orientation checklist, competencies, new hire forms, new and annual trainings, policies and other documents.
- Enters employee's demographic and compensation updates in the Human Resource Information System while ensuring the accuracy of the data.
- Manages the Human Resources electronic recruitment mailbox for all positions and posts positions in the HRIS. Posts positions on internal and external recruitment websites.
- Responds to all written and telephone employment verifications.
- Organizes the Service Awards Program by coordinated and ordering service award gifts, creating and sending employee invitations, and preparing all aspects of service award events.
- Creates informational packets for employee exit interviews and processes unemployment claim responses for all positions.
- Oversees the distribution of the employee birthday cards.
- Orders lunches for Board Meetings and Human Resources functions.
- Tracks the driver's license and liability insurance on employees.
- Updates documentation as needed in the online HR Toolbox.
- Coordinates internal workforce training sessions.
- Completes other projects with the Vice President Human Resources and Director of Human Resources.
- Other duties or projects as assigned by the Director of Human Resources or their designee.

EDUCATION/EXPERIENCE/TRAINING:

Education:

- A minimum of a high school or GED is required.

- An Associate Degree is preferred.

Experience:

- A minimum of two-three years in an office setting is required.
- Previous administrative assistant experience is preferred.

Knowledge of:

- Administrative functions and procedures.

Technical Knowledge:

- Microsoft Office software specifically Word, Excel, Outlook, PowerPoint and OneNote preferred.
- Office equipment including computers, telephone system, fax machine, and scanners.
- Human Resources Information Systems preferred.

Ability to:

- Follow CCH policies and guidelines and maintain confidentiality.
- Support and exemplify the Mission goals and values of the organization.
- Understand, follow, interpret, and apply general administrative and departmental policies and procedures.
- Demonstrate professionalism by approaching others with respect and tact.
- Communicate with employees, patients, vendors, and guests in a professional manner.
- Be punctual and dependable.
- Work in a team based environment.
- Perform a variety of office support and clerical duties and activities of a general and specialized nature in support of human resources functions.
- Adapt to changes in the work environment; manage competing demands; change approach or method to best fit the situation; deal with frequent change, delays, or unexpected events.
- Be detail oriented, ensuring job responsibilities are completed accurately.
- Prepare and maintain records.
- Write reports and routine business correspondence.
- Manage multiple tasks and frequently.
- Organize own daily schedule to ensure all job responsibilities are met with minimum supervision.
- Write clearly and informatively; edit work for spelling and grammar; vary writing style to meet needs.
- Exercise good judgement while maintaining the confidentiality and records of employee data as well as the confidentiality of organizational strategic initiatives you may be exposed to.
- Accept responsibility for actions.
- Follow through on commitments.
- Identify and resolve problems in a timely manner.
- Travel between locations when needed.

Physical Requirement Form

Job Title: Human Resources Assistant

Physical Demands	Continuous over 70%	Frequent 40-60%	Occasional 15-39%	Rarely Up to 15%
Sitting		X		
Standing			X	
Walking			X	
Climbing				X
Bending			X	
Pushing / Pulling			X	
Carry / Lift			X	
1-15lbs				
15-30lbs				X
30-50lbs				X
Fine hand / Eye Coordination	X			
Exposure to Blood and Body Fluids				X
Exposure to Extreme Heat, Cold, Temp Fluctuations				X
Exposure to Hazardous Chemicals				X
Concentration on Detail	X			
Oral Communication	X			
Written Communication	X			

Crusader Community Health does not require nor does it expect that an employee lift over 50lbs unassisted. Objects in excess of 50lbs should be lifted or moved with mechanical means or a team lift.

Employee Signature: _____ Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. They are representative to the knowledge, skills, and abilities that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.